

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

January 14, 2009

SUBJECT: DEPARTMENT EMPLOYEES REQUIRED TO PROVIDE CURRENT HOME ADDRESS TO THE DEPARTMENT; EMPLOYEE RECORD FORM, FORM 01.38.00; AND ADDRESS AND PHONE NUMBER RECORD, FORM 01.20.00 - REVISED

PURPOSE: The purpose of this Order is to ensure that Department employees provide their current residential addresses to the Department. It is imperative for the Department to be able to contact an employee when necessary.

PROCEDURE: All Department employees are required to provide their current residential addresses. A Post Office Box number shall not be used to indicate the employee's current address on either the Employee Record Form, Form 01.38.00, or the Address and Phone Number Record, Form 01.20.00.

FORMS AVAILABILITY: The revised Employee Record Form, and the Address and Phone Number Record, will be available for ordering from the Department of General Services, Distribution Center, in approximately 60 days.

AMENDMENTS: This Order amends Sections 3/790, 5/01.20.00 and 5/01.38.00 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



WILLIAM J. BRATTON
Chief of Police

DISTRIBUTION "D"